

Classification

FREIGHT TRAFFIC CLERK	FREIGHT TRAFFIC OFFICER (A)		FREIGHT TRAFFIC OFFICER (N)	FREIGHT TRAFFIC OFFICER	FREIGHT TRAFFIC OFFICER (S)		TRANSPORTATION OFFICER AT
22	Log in approved security form.						
23	Log out on Control cards and endorse copies in case files. Enclose Security OK in case file. Case File.						
24							
25							Upon receipt of memos and consolidation reports, call railroad and highway, as necessary.
26							or shipment.
27							Upon advice from warehouse, prepare pink VSD. (Pouch overseas, copy to Cargo Branch.)
28	Log in green VSD and attach to case file. Log in copy of memo to (returned signed)						
29							
30							
31	Log out on Control card. Hold case file for pink VSD.						

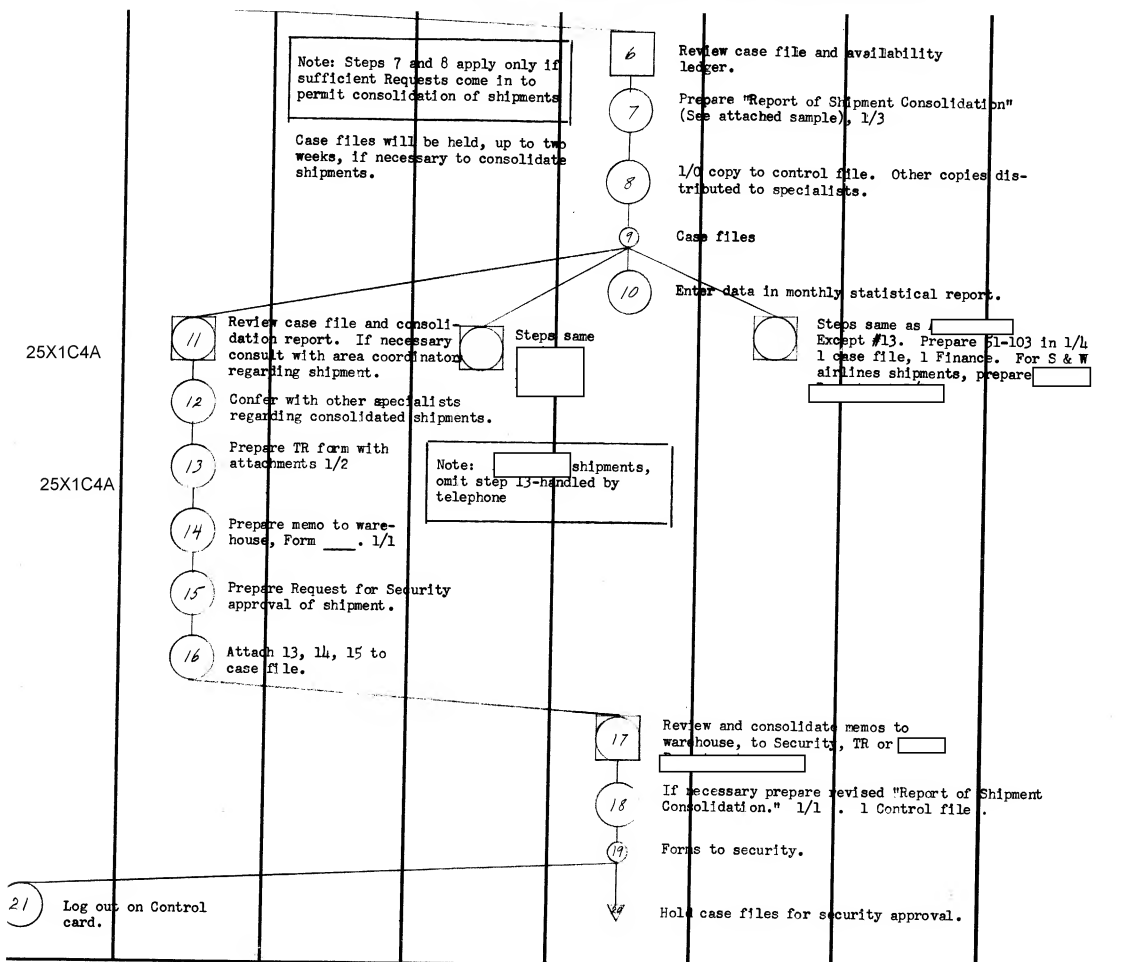
Transmit TR letter (1/1), memo to warehouse (1/1), Report of Shipment Consolidation to warehouse.

Compare green VSD weight and cube with Report of Shipment Consolidation.

If necessary, prepare memo re: Revision in estimates to 1/2 1 case file.

- 33 Upon receipt of pink VSD,  
prepare ETA cable, log out.
- 34 Enter copy of cable in  
case file.
- 35 Store case file.

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25X1C4A

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1	Receive Request for Shipment - (36-L), Requisition (36-125) and availability data sheet, and Log on shipment control card.						
2	Record availability date, estimate weight and cube on ledger sheet.						
3	Review above forms for correct consignee address and clerical accuracy. If necessary, contact requisitioner and make changes.						
4	Prepare case file: Enclose Request for Shipment and Requisition.						
5	Case file.						
						<div> <div></div> <div>Receive Requisition and Request for Shipment and begin packing material. Prepare ASD's if necessary. Prepare green USD upon completion of packing.</div> <div>Green VSD's to Cargo Branch, ASD to warehouse.</div> </div>	